

LGU Unit

# Assessment Planning Workshops Capiz, Iloilo, Davao del Norte and Tawi-Tawi

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## **Table of Contents**

Introduction	1
Objectives of the Assessment Planning Workshop	2
Participants	2
Methodology	3
Annexes	
1 - Workshop Design	
2 - Session Guide	
9a - Documentation of the Assessment Planning Workshop in Capi	
9b - Documentation of the Assessment Planning Workshop in Iloilo	
9c - Documentation of the Assessment Planning Workshop in Davao del Norte	
9d - Documentation of the Assessment Planning Workshop in Tawi-Tawi	

## **Assessment Planning Workshops Capiz, Iloilo, Davao del Norte and Tawi-Tawi**

### **Introduction**

This Report contains the proceedings of the four participatory workshops (Assessment Planning Workshops) conducted in four provinces to assess the LGU needs, capacities and priorities in the areas of family planning, Vitamin A supplementation, HIV/AIDS, and tuberculosis. Participants were able to identify key strategies to address the gaps as well as the technical assistance they would need. The participatory workshops also constituted the second step in the LGU engagement process for the first batch of LGUs to be engaged prior to the election period. The workshops also led to planning for the next steps which included the in-depth assessment of community needs as well as the review of managerial and financial capacities of facilities and LGU's.

In December last year, the LGU Unit held preliminary meetings with Davao del Norte Governor Rodolfo del Rosario, Capiz Governor Vicente Bermejo, Mayor Raul Baniyas of ANIHEAD and ARMM Governor Parouk Hussin to explore the possibility of starting the LEAD Project's LGU engagement process in their respective areas. These provinces were in the Project's priority list of provinces for Year 1.

Considering the limited time in which the initial engagement steps could be undertaken (given that the local campaign period would start in the third week of March) the LGU Unit needed to work with local officials who wielded a great deal of influence over the municipal/city mayors the Project would target for engagement.

Major considerations for the decision to include in the workshops all LGUs in the 3 provinces and in the ANIHEAD Inter-Local Health Zone of Iloilo Province, however, were: 1) the Governors' support for the LEAD project and influence over the mayors; 2) the fact that many mayoral candidates in these areas were running virtually unopposed; and 3) the Governors' assurance of these local chief executives' "winnability".

The Project held Orientation Meetings in the four provinces/areas in late January, in accordance with the schedules agreed upon with the Governors:

- January 20- Tawi-Tawi
- January 22 – Davao del Norte
- January 26 – Capiz
- January 27 – Iloilo (ANIHEAD)

The electoral campaign period afforded only a limited time "window" within which the Project could undertake the Assessment Planning Workshops. The schedules would also be dictated by the availability not only of the local chief executives but also of the local health officers. The workshops were then held during the following dates:

- March 2-3 – Capiz
- March 4-5 – ANIHEAD, Iloilo
- March 11-12 – Davao del Norte
- March 29-30 – Tawi Tawi.

### **Objectives of the Assessment Planning Workshop**

The following objectives were set for the participatory Assessment Planning Workshop. At the end of the workshop, the participants will have:

- Gained an understanding of the LEAD for health project
- Assessed the health situation in the Municipality/City in terms of family planning, Vitamin A supplementation, TB-DOTS and HIV/AIDS
- Formulated the Municipal/City Health Strategy and identified priority areas for health development
- Identified the 3-5 priority areas for assistance from the LEAD Project
- Agreed on the Next Steps for assessment activities for Technical Assistance proposal preparation

### **Participants**

The participants invited to the workshop were the following:

- Municipal/City Mayor
- Sangguniang Bayan/Panlungsod Health Committee Chairperson
- Municipal/City Health Officer
- Public Health Nurse.

Also invited were the Provincial Health officials, the CHD Regional Directors and Chiefs of Hospitals in the respective districts as well as the DOH representatives. Non-government organizations also joined the workshops (Save the Children, AICDI-VOCA). Following is a summary record of attendance in the various workshops:

#### **❖ Capiz workshop**

Day 1 – 19 pax  
 Day 2 – 30 pax  
 Governor Vicente Bermejo  
 Mayors – 10 out of 17  
 CHD Regional Director – representative  
 PHO Dr. Obdulia Gloria  
 PHO staff: 4 (complete)  
 DOH reps : 7 (only 1 did not attend)  
 Chiefs of Hospitals: 5 (complete)  
 MHOs – 14 out of 17

❖ **ANIHEAD, Iloilo workshop**

Day 1 – 26 pax

Day 2 – 12

Mayors – 6 out of 9 (Mayor Raul Bantias, ANIHEAD

President and three other mayors present throughout the workshop)

CHD Regional Director – representative

PHO representatives

Chiefs of Hospitals: 3 (complete)

MHOs – all present

Representatives from Save the Children

❖ **Davao del Norte workshop**

DOH Undersecretary Milagros Fernandez

Governor Rodolfo del Rosario

CHD Regional Director Dolores Castillo

PHO Dr. Agapito Hornido

PHO staff - complete

Mayors – 9 out of 10

MHOs – all present

❖ **Tawi Tawi workshop**

DOH Undersecretary Milagros Fernandez

DOH ARMM Representative Dr. Elias Sana

PHO Dr. Sukarno Asri

IPHO administrative and technical staff : 8 (complete)

Chiefs of Hospitals – 2

MHOs – 4

5 other municipalities represented by their Public Health Nurses

Representatives from AICDI-VOCA

**Methodology**

Each Assessment Planning Workshop was a two-day participatory workshop with the following key activities:

- plenary presentation on the provincial health situationer (and, in the case of Iloilo, the ILHZ situationer);
- breakout groups by ILHZ or by groups of LGUs to discuss the current health situation, to identify needs and priorities and outline broad strategies for health development and areas for LEAD technical assistance; and
- plenary discussion on plans for LEAD in-depth assessment activities.

Each breakout group workshop was managed by a trained Technology of Participation (ToP) facilitator and the proceedings and outputs recorded by a documentor.

A Session Guide was prepared to enable the event moderator and the workshop facilitators to properly manage the plenary sessions and breakout group sessions. A Guide for Documentors was likewise prepared, including a suggested outline of the document and the templates for recording the workshop outputs. Prior to the events, the facilitators were briefed about the workshop purpose, objectives, process flow and helpful tips. The briefing allowed the facilitators to give their feedback on the flow of activities and the procedures, and enabled them to give their suggestions for improving the conduct of the workshop.

The day before the events themselves, briefings were conducted for both the facilitators and the documentors to level off the understanding of the event processes and to clarify the expected outcomes and outputs.

# ANNEXES

## ANNEX 1

### LOCAL ENHANCEMENT AND DEVELOPMENT (LEAD) FOR HEALTH PROJECT ASSESSMENT PLANNING WORKSHOP WORKSHOP DESIGN

TIME	DURATION	ACTIVITY	OBJECTIVE	METHODOLOGY	OUTCOME/ OUTPUT				
8-9	One hour	Registration of Participants							
9-10	One hour	<b>OPENING PROGRAM</b>	To set the tone of partnership and cooperation						
10:00-10:45	Thirty minutes	<b>Session 1:</b> Presentation on the Provincial Health Situation	To have the health situation in the province as the overall context ( in the areas of FP, MCH/Vit. A, Tuberculosis and HIV/AIDS)	Powerpoint presentation by the Provincial Health Officer	Pax common understanding of the health situation in the Province				
10:45-11	Fifteen minutes	Open Forum							
11-11:30	Thirty minutes	Presentation on the LEAD for Health Situation	To orient the pax on the LEAD for Health project	Powerpoint presentation by the COP or the LGU Unit Director	Pax common understanding of the LEAD Proj.				
11:30 - 12	Thirty minutes	Open Forum							
12 – 1:30	One and half hours	LUNCH							
1:30 – 5:00	Three and one half hours	<b>Session 2:</b> Workshop 1: The ILHZ Health Situation	To assess the health situation in the municipalities in the ILHZ in the areas of FP, MCH-Vit.A, TB and HIV/AIDS	<div>Current Reality Dialogue:<table><tr><td>Health Status</td><td>Ongoing Projs</td></tr><tr><td>Accomplishment s/Strengths</td><td>Gaps/needs to be addressed</td></tr></table></div>	Health Status	Ongoing Projs	Accomplishment s/Strengths	Gaps/needs to be addressed	Assessment of ILHZ health situation and identification of gaps/needs
Health Status	Ongoing Projs								
Accomplishment s/Strengths	Gaps/needs to be addressed								
3:00 – 3:15	Fifteen minutes	WORKING BREAK							



## DAY 2

TIME	DURATION	ACTIVITY	OBJECTIVE	METHODOLOGY	OUTCOME/OUTPUT
8:30 - 9	Thirty minutes	Registration			
9 - 11	Two hours	<b>Session 3:</b> Workshop 2: The ILHZ health strategy formulation and TA needs identification	To formulate the strategy on health in the ILHZ and identify the needs for technical assistance	Workshop Method	General health strategy for each ILHZ and priority TA needs
11 - 12	One hour	<b>Session 4:</b> Plenary Session: Presentation of Priority Areas for Health and TA Needs	To share the ILHZ groups' outputs in plenary	Acetate or Powerpoint presentations of group outputs	Groups' outputs shared with one another
12 – 1:30	One and one half hour	<b>LUNCH</b>			
1:30 – 2:15	One hour and fifteen minutes	<b>Session 5:</b> Plenary discussion on Next Steps	To identify the follow-on activities and agree on processes and schedules	Facilitated discussion in plenary	Follow-on activities, process and schedules agreed upon
2:15 – 2:30	Thirty minutes	<b>CLOSING PROGRAM</b>	To bring activities to a close		

**LOCAL ENHANCEMENT AND DEVELOPMENT (LEAD) FOR HEALTH PROJECT****ASSESSMENT PLANNING WORKSHOP****WORKSHOP OBJECTIVES:**

At the end of the workshop, the participants will have:

- Gained an understanding of the LEAD for Health Project
- Assessed the health situation in the Municipality/City in terms of FP, Vit. A supplementation, TB-DOTS and HIV/AIDS
- Formulated the Municipal/City Health Strategy and identified priority areas for health development
- Identified the 3-5 priority areas for assistance from the LEAD Project
- Agreed on the Next Steps for assessment activities for TA proposal preparation

**PROGRAM OF ACTIVITIES**

	<b><i>Day One</i></b>		<b><i>Day Two</i></b>
8-9 9-10 10-10:15 10:15-10:45 10:45-11 11-11:30 11:30 – 11:45 11:45 - 12	Registration Opening Program BREAK <b>Session 1:</b> Provincial Health Situationer Open Forum Presentation on the LEAD for Health Proj. Open Forum Workshop Overview	8:30 – 9 9 - 11  11 – 12	Registration <b>Session 3:</b> Workshop 2 (Municipal/City Health Strategy Formulation and TA Needs Identification) <b>Session 4:</b> Plenary Session: Presentation of Priority Areas for Health and TA Needs BREAK
12 – 1:30	LUNCH	12 – 1:30	LUNCH
1:30 – 5:00	<b>Session 2:</b> Workshop 1 (Municipal/City Health Situation) WORKING BREAK	1:30 – 2:15 2:15 – 2:30	<b>Session 5:</b> Plenary Discussion on Next Steps Closing Program

## SESSION GUIDE

### **Day 1                      OPENING PROGRAM**

**9-10 AM**

**Seating Protocol:** Free Seating

<b>RATIONAL OBJECTIVE</b>	<b>EXPERIENTIAL OBJECTIVE</b>
<b><i>MATERIALS NEEDED</i></b> Philippine Flag Audiotape of Phil. National Anthem Sound system Laptop computer LCD projector Projector screen	Opening Program Moderator on standby Sound system technician on standby

## ***Procedure***

<b>Time</b>	<b>Activity</b>	<b>Output</b>
9-9:15	<p><b>PRIOR TO SESSION:</b>            LEAD Moderator and technicians check sound system and equipment. Moderator advises pax to fill in expectations check sheets. Asks 5 volunteers to sum up Expectations Check sheets.            When Provincial Governor arrives and is seated, LEAD Moderator signals Opening Program Moderator to begin program.</p> <p>OP Moderator greets pax and requests pax to stand. Calls on _____ to give the invocation.            OP Moderator requests pax to remain standing for the National Anthem.            Leads/calls on _____ to lead the singing of the National Anthem.            Welcomes pax and introduces the participants by municipality.            Calls on the Provincial Governor to give the Welcome Remarks.</p>	
9:15 – 10	<p>Provincial Governor gives his Welcome Message.            OP Moderator thanks Governor and introduces and calls on Usec Mila Fernandez to give a message. Thanks USec Fernandez and then introduces and calls on DOH Regional Director Dolores Castillo to give a message. After the RD's message, the OP Moderator expresses thanks. Calls on Ms. Carina Stover, Chief of the USAID Office of Population, Health and Nutrition to give her message. Then thanks Ms. Stover.</p>	

**Day 1 Session 1****10:15 – 12:00****PROVINCIAL HEALTH SITUATIONER**

<b>RATIONAL OBJECTIVE</b>	<b>EXPERIENTIAL OBJECTIVE</b>
At the end of the Session, the pax will have: <ul style="list-style-type: none"><li>• Gained information on the health situation of the Province in the four areas of concern</li><li>• Had the opportunity to be clarified on questions they may have on the provincial health updates</li></ul>	At the end of the Session, the pax will have: <ul style="list-style-type: none"><li>• Gained a province-wide perspective on the status of health in the four areas of concern</li><li>• Appreciated the efforts of the Provincial Health Office</li></ul>
<b>MATERIALS NEEDED</b> LCD projector Projector screen Laptop computer Diskette of presentation materials	

**Procedure**

<b>Time</b>	<b>Activity</b>	<b>Output</b>
10:00-10:45	Moderator briefly introduces the PHO and calls on the PHO to give the Health Situationer in the Province. PHO gives the presentation.	
10:45 – 11	Moderator thanks the PHO and opens the floor for questions.	
11 – 11:30	Moderator gives briefly introduces Mr. Bill Goldman, COP and calls on him to give the orientation on the LEAD for Health Project. Mr. Goldman gives the presentation.	
11:30 – 11:45	Moderator thanks Mr. Goldman and announces the Open Forum. Calls on Ms. C. Ragragio to give the workshop overview.	
11:45 - 12	C. Ragragio gives the workshop overview. Moderator thanks C. Ragragio and calls on Ms. Olive Fornoles to give the Admin Advisory. Announces the lunch break.	

**Day 1 Session 2****WORKSHOP 1: ILHZ SITUATIONER****1:30 – 5:00 PM**

<b>RATIONAL OBJECTIVE</b>	<b>EXPERIENTIAL OBJECTIVE</b>
At the end of the Session, the pax will have: <ul style="list-style-type: none"><li>• Been grounded on the realities of the present situation in health</li><li>• Assessed their strengths/accomplishments and gaps/needs</li></ul>	At the end of the Session, the pax will have: <ul style="list-style-type: none"><li>• Deepened their awareness of the health situation in their ILHZs</li><li>• Gotten excited about their roles in meeting these health challenges</li><li>• Be curious about what else needs to be done</li></ul>
<b>MATERIALS NEEDED</b> <b>In Workshop Rooms (or spaces)</b> Whiteboard Easel stand Easel sheets Idea cards	Title Cards Masking tape Scissors Permanent markers Highlighter pens

**Procedure**

<b>Time</b>	<b>Activity</b>	<b>Output</b>
	<b>PRIOR TO SESSION</b>  Workshop Facilitators check their assigned rooms, workshop materials and equipment. Makes sure the Documentor has set up the computer.	

Time	Activity	Output
1:30 – 5:00	<p>Facilitator greets pax.  Does brief round of introductions. Asks pax to give their names and designations and one adjective that best describes themselves that start with the first letter of their first name. Introduces self as an example of the method of introducing self. Makes sure pace is snappy and no one uses up too much time.  Explains the process of the CRD: Individual Brainstorming (IB) using the Sheets, group sharing and discussion, posting the outputs in gallery, gallery viewing and Open Forum. Groups pax by LGU. Proceeds to post the first template and asks pax to bring out their IB Sheets. Brings out a sample LGU Assessment Form and asks group to bring out theirs for reference.  Asks pax to fill out the Sheet 1 (2 min.), then discuss and fill in the templates (10 min.) After the group discussion, ask pax to post them on the wall, then everyone to view the others' output and to add their own responses.  For Sheets 2 – 4, the pax will be grouped into 3 and assigned a Sheet to complete. The workshop will follow this process:</p> <ul style="list-style-type: none"> <li>- Individual Brainstorm (Focus on the sheet assigned)</li> <li>- Group Discussion</li> <li>- Writing on templates and consolidation</li> <li>- Gallery walk (for appreciation)</li> <li>- Open forum for Qs, clarification and confirmation</li> </ul> <p>(Facilitator signals waiter when the snacks will be served.)  Facilitator thanks everyone for their participation, makes necessary announcements and closes the session.</p>	<p>Health Status in the Municipality/City</p> <p>List of Ongoing Programs and Projects</p> <p>Assessment of Strengths/Accomplishments, Gaps and Needs</p>

## TEMPLATES FOR CURRENT REALITY DIALOGUE

### 1. HEALTH SECTOR GOALS OF THE MUNICIPALITY/CITY (From the Mun./City Comprehensive Development Plan)

### 2. ONGOING PROGRAMS/PROJECTS: What are current LGU programs and projects?

AREA OF CONCERN	PROGRAM/PROJECT (Describe nature and scope)	Duration	Source (Foreign/local)
Family Planning			
TB-DOTS			
Vit. A Supplementation			
HIV/AIDS			

### 3. HEALTH SITUATIONER: What is the health situation (in terms of the four areas) in our Municipality/City? What are current management and financing issues, if any, in the health sector?

AREA OF CONCERN	HEALTH INDICATORS	MANAGEMENT OF HEALTH SERVICE DELIVERY	HEALTH FINANCING
Family Planning			
TB-DOTS			
Vit. A Supplementation			
HIV/AIDS			
Others*			

\*Are there other ongoing assessment processes on health? E.g. CBMIS, others?

### 4. STRENGTHS :What are the Mun./City's strengths?

What have been its accomplishments?

### 5. GAPS/NEEDS: What are the gaps/needs that

Remain to be addressed?

AREA OF CONCERN	STRENGTHS/ACCOMPLISHMENTS	GAPS/NEEDS
Family Planning		
TB-DOTS		
Vit. A Supplementation		
HIV/AIDS		
Health financing		
Management of health services delivery		



**Day 1 Session 3  
IDENTIFICATION**

**WORKSHOP 2: STRATEGY FORMULATION AND TA NEEDS**

**9 – 11 AM**

<b>RATIONAL OBJECTIVE</b>	<b>EXPERIENTIAL OBJECTIVE</b>
At the end of the Session, the pax will have: <ul style="list-style-type: none"> <li>Decided on strategies to address their municipality's/city's gaps and needs</li> <li>Identified areas for LEAD assistance</li> </ul>	At the end of the Session, the pax will have: <ul style="list-style-type: none"> <li>Appreciated their role in their municipality's health development</li> <li>A heightened or deepened desire to address identified gaps and needs and pursue formulated courses of action</li> </ul>
<b>MATERIALS NEEDED</b> <b>In Workshop Rooms (or spaces)</b> Whiteboard Easel stand Easel sheets Idea cards	Title Cards Masking tape Scissors Permanent markers Highlighter pens

**Procedure**

<b>Time</b>	<b>Activity</b>	<b>Output</b>
9 – 10:30	<p>Facilitator welcomes pax back. Goes over the objectives of the 2<sup>nd</sup> Workshop and explains the process flow.</p> <p>Facilitator takes the Gaps/Needs sheet and posts it on the board. Posts the Focus Question for WS 2: <i>What are the broad courses of action we need to take to address these gaps and needs?</i></p> <p>Facilitator clarifies meaning of “Strategy” (refer to handout).</p> <p><b>Helpful Hints:</b></p> <ul style="list-style-type: none"> <li>❖ Precede idea with action word (active verbs) – e.g., install, hasten, institute, harmonize...</li> <li>❖ Consider strengths and weaknesses in crafting proposed action</li> <li>❖ Indicative time frame: courses of action that can be accomplished in 3 years</li> <li>❖ Learn from past mistakes; bank on small wins</li> <li>❖ Title Guide: Not a single event/task; not specific projects or activities</li> </ul>	

Time	Activity	Output
10:30 - 11	<p><b>Workshop Method Steps: Context Brainstorm Cluster Title</b></p> <p>When all strategies have been formulated , check if all four areas are covered. Then pose <b>Reflect</b> questions:</p> <ul style="list-style-type: none"> <li>• Are the strategies we just formulated realistic, doable?</li> <li>• What gaps and needs will be addressed? Are there any left unaddressed?</li> <li>• Which among the strategies is the linchpin? (Give bowling analogy)</li> <li>• Which among the courses of action deserve top priority? If we were to choose the top three, which would they be?</li> </ul> <p>Facilitator distributes colored stickers (3 per pax) and asks pax to come up to the board and post the stickers beside the strategies of their choice. Tallies the choices and presents top 3. Facilitator then posts the three title cards and the corresponding clusters of idea cards on the board.</p> <p>Asks, “Given the top 3 strategies, in what specific areas would you need technical assistance from the LEAD project?” Walks the pax through the title cards and details specific areas for LEAD technical assistance.</p> <p>Ten minutes before the end of the Workshop, Facilitator makes sure the pax have chosen a group representative to present the group’s outputs in the Plenary Session the next day. The Presenter with the help of the Group Documentor should spend the rest of the Workshop time finalizing the outputs and encoding these in Powerpt presentation format.</p>	<p>Strategies for Health Dev</p> <p>Priority areas for LEAD TA</p>

**Day 2 Session 4****PLENARY SESSION: Presentation of Priority Areas For Health****11 - 12 AM****Seating Protocol: By Municipality/City**

<b>RATIONAL OBJECTIVE</b>	<b>EXPERIENTIAL OBJECTIVE</b>
At the end of the Session, the pax will have: <ul style="list-style-type: none"><li>Presented the groups' workshop output on health priorities</li></ul>	At the end of the Session, the pax will have: <ul style="list-style-type: none"><li>Shared the groups' priority areas for health</li></ul>
<b>MATERIALS NEEDED</b> LCD Projector Laptop Computer Projector screen	

**Procedure**

<b>Time</b>	<b>Activity</b>	<b>Output</b>
	<p><b>PRIOR TO THE SESSION:</b></p> <p>Moderator checks with facilitators about the presence of the group presentors in the Plenary Hall. Checks equipment and sequence of presentations. Advises the presentors to read the workshop output and make only brief explanations if necessary. Presentations to last no more than 20 min.</p> <p>Calls on each group to make the presentation. At the end of each, ask if the group wants to clarify anything and if the pax have any questions for clarification.</p>	Priority areas for health presented

**Day 2 Session 5****Plenary Discussion on Next Steps****1:30 – 2:15 PM**

<b>RATIONAL OBJECTIVE</b>	<b>EXPERIENTIAL OBJECTIVE</b>
At the end of the Session, the pax will have: <ul style="list-style-type: none"><li>• Been oriented to the requirements of the In-Depth Assessment process</li><li>• Agreed on the follow-on activities and the timetable</li></ul>	At the end of the Session, the pax will have:
<b>MATERIALS NEEDED</b> Whiteboard Blank easel sheets Permanent markers Masking tape	LCD projector Projector screen Laptop computer

**Procedure**

<b>Time</b>	<b>Activity</b>	<b>Output</b>
10:15 – 11:30	Moderator introduces the next activity and initiates discussion on Next Steps. Notes suggested activities and timetable. Main blocks of activities would include: <ul style="list-style-type: none"><li>• Organizing a local TWG for TA proposal preparation</li><li>• In-depth assessment process</li><li>• TA proposal preparation</li></ul>	Agreement on assessment process  List of “Next Step” activities and timetable

**Day 2****Closing Program****2:15 – 2:30****Procedure**

<b>Time</b>	<b>Activity</b>	<b>Output</b>
2:15 – 2:25	Moderator requests facilitators to distribute Pax Evaluation sheets. Explains briefly and asks pax to fill them out before going to lunch and hand them over to the facilitators.	
2:25 – 2:30	Moderator requests (a rep from a municipality) to give a response. Finally calls on _____ to give the Closing Remarks.	